




Services for Students with Disabilities
Interpreting Services
Columbia College Chicago
623 S. Wabash | Suite 304
(312) 369-8295

**General Information about Having
Deaf Students in the Classroom**

- **Deaf students should be treated with the same level of academic expectations as other students attending classes.**
- **A note-taker may be requested.** It is difficult for a student to take notes while watching the interpreter. Columbia provides *paid* note-takers through the Services for Students with Disabilities (SSD) office located at 623 S Wabash Suite 304, Ph 312-344-8296. The student will need to get a Note-Taker Request Form from the SSD Coordinator and bring it to the class. The instructor or the student should ask the class if anyone is interested in taking notes by the end of the 2nd class meeting. The instructor may need to choose a student if no interest is shown. The Deaf student should report any issues with the note-taking process (absenteeism, unreadable or incomplete notes) to the Coordinator of Interpreting Services or the SSD Coordinator.
- **Address Deaf students as you would other students.** When communicating with the student, the instructor should not use phrases such as “tell him/her...” or “ask him/her...” The interpreter(s) are not in the classroom as a representative of the student or the Deaf community and they should not be asked to answer questions for or about the student. The interpreter(s) should be considered as part of the communication team including the instructor and the student and can answer questions pertaining to information conveyed or the flow of classroom communication.
- **Please provide open or closed captioned videos whenever possible.** *This may require advance preparation on your part.* Most videos are now sold with captioning and will include  on the box. Most television programs are also captioned. *Please make sure that you have the remote for the television so the captioning can be turned on.* DVDs are sold as captioned and/or with subtitles. The DVD should allow these to be turned on in the main menu options under language. The interpreters(s) may be able to assist you in setting up the captioning. In the event that there is no captioning available and the film must be shown in the classroom, please discuss the best lighting and positioning options with the interpreter(s) and the Deaf student.
- **Please provide copies of all handouts to the interpreter(s) and inform Interpreting Services about any changes.** The interpreter(s) need to have access to all class information to be able to provide the best service possible for the student(s) and instructor(s). Please inform the Coordinator of Interpreting Services of any changes to the class (location, start time, out of class field trips) as soon as possible so that the necessary arrangements can be made with the interpreter(s).

For further information please contact
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